



OPEN EXAMINATION BULLETIN
PUBLIC HEALTH NURSE III
SPOT: NORTHERN/CENTRAL CALIFORNIA
CONTINUOUS TESTING

CALIFORNIA STATE GOVERNMENT - AN AFFIRMATIVE ACTION EMPLOYER - SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TYPICAL TASKS Under general direction: plans, develops, conducts, coordinates, and supervises community public health nursing services to several local public health agencies contracting with the State Department of Health Services; supervises a public health nursing staff or provides equivalent service to a state agency and does other work as required.

WHO SHOULD APPLY Positions exist with the Department of Health Services in Calaveras, and Lassen counties.
Persons who meet the minimum qualifications (entrance requirements) as stated. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY This is an open examination. To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 445-3180
OFFICE OF COUNTY HEALTH SERVICES TDD (916) 657-3042
1800 THIRD STREET, SUITE 100
P O BOX 942732
SACRAMENTO, CA 94234-7320

SPECIAL TESTING INFORMATION **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**
If you have a disability and need special arrangements, mark the appropriate box of the application Form STD. 678. You will be contacted to make specific arrangements.

FILING DEADLINE There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGES \$4559 - \$5497 per month

IDENTIFICATION REQUIREMENT Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.**

NOTE: Applications/resumes **MUST** contain the following information: “to” and “from” dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

Possession of a valid license as a registered nurse and a certificate as a public health nurse in the State of California. (Applicants who do not meet these requirements will be admitted to the examination, but they must secure the required license and certificate before they will be considered eligible for appointment.)

And
Either I

One year of experience performing the duties of a Public Health Nurse II in the California state service.
OR II

Experience: Three years of experience as a public health nurse in a generalized program, at least one year of which must have been in a supervisory capacity or two years of which must have included responsibility for exercising independent judgment within a framework of general policies; **And**

Education: Completion of a university or collegiate program of study approved for public health nursing.

NOTE: Applicants must show their license/certificate number, title, and expiration date on the application.

SPECIAL PERSONAL CHARACTERISTICS Tact, discretion, willingness to live and work in a rural area, and willingness to travel.

EXAMINATION INFORMATION This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.

SCOPE	<p>In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:</p> <p>THIS BULLETIN CANCELS AND SUPERCEDES THE BULLETIN ISSUED MARCH 24, 2000</p> <p>KNOWLEDGE OF:</p> <ol style="list-style-type: none">1. Principles and practices of nursing as applied to public health and preventive medicine and sanitation.2. Community aspects of nursing programs including: provisions for continuity of patient care, nursing services in a school health programs, and nursing care in the home including teaching the preventive aspects.3. Causes and means of transmission and the methods of control of communicable diseases, including tuberculosis and sexually transmitted diseases.4. Child growth and development and procedures involved in promotion of maternal and child health.5. Environmental, sociological, and psychological problems encountered in carrying on a rural public health program.6. Current literature and trends in community public health nursing.7. Work of other social and health agencies and functions of other professions as related to public health nursing.8. Principles of mental health.9. Principles of effective supervision.10. Nursing responsibility with respect to confidentiality and consent laws.11. Nursing responsibility with respect to reporting incidents of child abuse and other domestic violence.12. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives. <p>ABILITY TO:</p> <ol style="list-style-type: none">1. Exercise independent judgment and plan, develop, conduct, and supervise public health nursing activities in a local area or in a state agency.2. Work effectively with individuals, families, and communities to assist them in satisfactory solution of health problems.3. Secure the cooperation of and work effectively with individuals and agencies.4. Provide leadership in community health programs.5. Plan and supervise the work of others.6. Analyze situation accurately and take effective action.7. Communicate effectively.8. Effectively contribute to the Department's Equal Employment Opportunity objectives.
ELIGIBLE LIST INFORMATION	<p>A CANDIDATE MAY BE TESTED ONLY ONCE IN A TESTING PERIOD. The testing period for this examination is January 1 through December 31. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS PREFERENCE	<p>Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.</p>

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Health Services, (916) 657-1423, (CALNET) 437-1423, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the date of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, through the internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and the Department noted on this bulletin.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of candidate's recognition of own training needs, plans for self-development, and the progress made in efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922

Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379